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**The Bridge London Trust**

**Advert & Job Description |**Family Support / Safeguarding Officer

## Family Support & Safeguarding Officer

## Required for the Bridge London Trust

## Salary Grade: SO2

## Permanent Contract

## From: ASAP

*Are you looking for an exciting new challenge?*

*Are you passionate about children’s learning?*

*Are you an innovative, creative practitioner?*

*Do you have drive and ambition to be the best that you can be?*

*Do you relish working in an improving environment where you will be supported all the way?*

*Would you enjoy being part of a change process which will really make a difference to children’s lives?*

*Would you like support to be the best that you can be?*

*Would you like to follow a clear route map through your own professional development?*

*Would you like to be part of a Trust which promotes research, creativity and staff development?*

*Then come and meet us*

The Bridge School London Trust oversees the work of three Special Schools, a Primary School and a Teaching School. The Bridge School has been recognised as outstanding in its last three inspections. The Bridge ILS recently also received an outstanding report. We know what outstanding looks like and what it takes to get there and stay there. Our staff have developed some fantastic practices. However, we do not sit back. We are continually striving to further develop the learning opportunities we provide for our pupils.

**We are recruiting for:**

* **Family Support Worker / Safeguarding Officer**

To view the job description, person specification and to apply for these posts, please visit the vacancies page on our school website. <http://www.thebridgelondon.co.uk/contact-us/vacancies>

Please return your completed application form together with equal opportunities form to:

[recruitment@thebridge.islington.sch.uk](mailto:recruitment@thebridge.islington.sch.uk)

*Please note CVs will not be accepted*.

**Closing date: Monday 24th September 2018**

**Interviews will be: Thursday 27th September 2018**

***Applications will be considered on receipt – don’t wait until the deadline!***

**Purpose of the post**

To provide a comprehensive and high quality service to the School to develop and maintain safeguarding policies, procedures and improve overall family support. To play a full part in the development of the positive ethos of the School and links with parents.

**Main duties**

**Family Support Officer**

* To work directly with children in need and their families both in school in the community in order to promote, strengthen and develop the potential of positive relationships
* To lead and promote community cohesion through the organisation of community events and actively empowering and promoting parents as partners
* To work with identified pupil premium group pupils and their families to narrow the attainment gap
* To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
* To lead and facilitate Parenting Courses based on the needs of the school.

**Safeguarding Officer**

* To implement child protection procedures and policies
* Encourage good practice by promoting and championing the Safeguarding Policy and procedures
* Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and report this information when required.
* When student’s leave the Academy ensure that a copy of their CP file is transferred to the new academy/school as soon as possible
* To plan and assist on safeguarding training within the Bridge London Trust
* Participate in regular, formal supervision sessions
* Respond appropriately to disclosures or concerns which relate to the well-being of a child
* To collate and produce statistical information with regards to safeguarding and pupil groups.
* To attend and participate in Child Protection Conferences and Planning & Review meetings whilst working closely with colleagues in Children’s Services as required, some of which may not be on site
* To write and lead the process of Early Help Assessments (EHAs) and where appropriate act as lead professional and coordinate Team around the Child Meetings.
* To initiate and refer pupils to outside agencies and co-ordinate referrals
* To participate in performance management
* To undertake any further duties as directed by the CEO

*This role, may require the post holder to work across or at any of the Academies within The Bridge London Trust.*

**The Bridge London Trust**

**Person Specification |** Family Support / Safeguarding Officer

You must demonstrate on your application form that you meet the following:

**Essential criteria**

**Education And Experience**

* Has high quality written, oral and listening communication skills for effective interaction with all internal and external contacts and also the ability to summarise clearly and concisely and articulate concepts and proposals
* Has significant experience of working with children and families
* Can demonstrate the principles involved in giving advice and guidance to children/young people including the place of confidentiality

**Skills, Knowledge And Abilities**

* Has knowledge of legislation and national guidelines relating to the Children’s Act and Child Protection including the ‘Framework for the Assessment of Children in Need and their families’
* Has demonstrable knowledge of the range of additional support or agencies which can be of assistance to vulnerable pupils and their families
* Has knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work
* Has good IT skills including spreadsheets, databases, word processing and internet/ email
* Has the ability to manage and prioritise workloads
* Has the ability to reflect on and develop own practices

**Desirable Criteria**

* Be willing to comply with all The Bridge London Trust and Policies and Codes of Conduct
* Have drive, tenacity and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes
* Have the ability to work and co-operate as part of a team.
* Be flexible to adapt to changing workload demands and new organisational challenges.
* Have the ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives
* Have the ability to work as part of a team openly and collaboratively whilst applying the principles of confidentiality
* Have a desire to pursue own personal development and take full advantage of training provided
* Have a personal Commitment to continuous service improvements.
* Have a personal commitment to the school’s professional standards, including dress code and code of conduct at all times

**Other Requirements:**

* Ability to work flexibly
* Self-motivated and able to prioritise a demanding workload
* To be professionally assertive, clear thinking and able to negotiate
* To be able to operate as part of a team
* A full valid driving licence and the use of a car

The Bridge London Trust, Trustees and Governors are committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. All staff and volunteers will be expected to complete a DBS (disclosure and barring service) check and also complete any other safeguarding documentation as and when requested.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.